

WCLL LEARNER ONLINE CODE OF CONDUCT

BEFORE CLASS

- Join your virtual session in advance and allow time to log-on.
- Ensure you have what you need to take notes from the session.
- Leave your camera on during class and be aware of what others will see in your background.
- Mute your microphone when you are not talking.
- Choose a suitable workspace for the online classroom, in a quiet place.
- Wear appropriate clothing for classes. No caps, hats or hoods to be worn in lessons.

DURING CLASS

- Be prepared participate and engage in the session. Your Tutor will guide you on how to raise a question.
- Be tolerant and respectful towards all and respect everyone's views online.
- Do not use mobile phones or other devices during classes.
- No food or drink (other than water) to be taken while online, unless advised by your tutor.
- Do not smoke or vape during your lessons.
- Do not take screen shots or photos of others online.
- Do not use AI tools to transcribe the session. Your tutor may record the lesson, if it has been agreed with all learners in the class.

CONDUCT

- Observe all WCLL policies and procedures during your course.
- Display a positive commitment to your learning and attend 100% of your sessions.
- Be punctual and inform WCLL of any reason for absence, in advance.
- Harassment, bullying, discrimination, swearing, racist, homophobic, transphobic or sexist conduct will not be tolerated.
- Do not post or share words or images that bully, harass, or that could be deemed to be offensive.
- Behave responsibly and safely so as not to endanger yourself or other people.
- Be committed to a healthy lifestyle, which is not dependent on the misuse of drugs or alcohol.
- Learners may not bring children or young adults to the centre, as we cannot take responsibility for them and will ask you to leave if you do so.

If you're unsure about anything during your course, just let your tutor know. For any concerns or safeguarding issues, please contact our Safeguarding Team - details are in your learner handbook.

Dress Code for Online Learning

- Even though our courses are online, we ask learners to dress appropriately to support a respectful and focused learning environment.
- Wear clean and tidy clothing.
- Avoid pyjamas, beachwear, revealing outfits, or clothing with offensive slogans or images.

This will ensure that sessions are professional and comfortable for everyone.

This code of conduct is mandatory across all our courses and should be followed by all learners across our whole provision.